

## REQUEST FOR QUOTATION

### Procurement of Various Office Supplies

P.R. No./Date Received: 2023-02-0044 / 31 January 2023

RFQ/P No. / Date: 2023-02-0038 / 13 February 2023

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described items below subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurementunit@phcc.gov.ph](mailto:procurementunit@phcc.gov.ph) or assigned PBAC Sec email [bagasiani@phcc.gov.ph](mailto:bagasiani@phcc.gov.ph) on or before **17 February 2023, 05:00 PM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Request for Proposal**.

Very truly yours,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	ABC	Specifications	Unit Cost	Total Cost
<b>(To be filled-up by the supplier)</b>					
1	200	₱40,000.00	ARCH FILE FOLDER, Horizontal, 2 holes 3" Legal, Black		
2	200	₱40,000.00	ARCH FILE FOLDER, Vertical, 2 holes 3" Legal, Black		
3	480	₱31,200.00	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLACK		
4	480	₱31,200.00	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLUE		
5	100	₱4,500.00	CLEARBOOK, A4, 20 Transparent Pocket		
6	100	₱5,000.00	CLEARBOOK, Legal, 20 Transparent Pocket		
7	120	₱1,800.00	CLIP, BACKFOLD, 19MM, 12 pieces per box		
8	120	₱2,400.00	CLIP, BACKFOLD, 25MM, 12 pieces per box		
9	120	₱7,200.00	CLIP, BACKFOLD, 32MM, 12 pieces per box		
10	5	₱2,250.00	PAPER, Multi-Purpose, A3		
11	20	₱2,600.00	PAPER, Photo High Glossy A4 230gsm		
12	20	₱1,000.00	STICKER PAPER, MATTE		
13	200	₱4,000.00	RING BINDER 12mm, Black		
14	200	₱5,000.00	RING BINDER 16mm, Black		
15	200	₱7,000.00	RING BINDER 20mm, Black		
16	200	₱9,000.00	RING BINDER 25mm, Black		
17	60	₱2,100.00	STAPLE WIRE, STANDARD 26/6		
18	120	₱4,800.00	DOUBLE SIDED TAPE 24mm		
19	60	₱3,600.00	FOAM TYPE DOUBLE SIDED TAPE 1"		
20	120	₱9,600.00	MASKING TAPE 24mm		
21	480	₱36,000.00	BATTERY DRY CELL (AA) Super Heavy Duty 2pcs/pack		
22	480	₱31,200.00	BATTERY DRY CELL (AAA) Super Heavy Duty 2pcs/pack		
23	2000	₱10,000.00	FOLDER with TAB, A4		
24	2000	₱12,000.00	FOLDER with TAB, Legal		
25	5	₱7,500.00	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box		
26	500	₱115,000.00	MULTI-PURPOSE COPY PAPER, A4 80 gsm		
27	500	₱125,000.00	MULTI-PURPOSE COPY PAPER, Legal 80 gsm		
28	150	₱3,000.00	NOTEBOOK, Stenographer		
29	50	₱2,500.00	PUMP BOTTLES atleast 500ml		
30	300	₱ 30,000.00	STORAGE FILE BOX, Brown (12"Hx16"W) (Box Kraft w/ Lid)		
<b>Total ABC</b>		<b>₱ 586,450.00</b>	<b>TOTAL Amount:</b>		
<b>Delivery Instructions:</b>			<i>To be delivered within ten (10) working days upon receipt of Purchase Order.</i>		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



**Signature:** 

**Email:** rroira@phcc.gov.ph

# [FOR APPROVAL] RFQ 2023-02-0038 Procurement of Various Office Supplies for the PCC

Final Audit Report

2023-02-14

Created:	2023-02-14
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## "[FOR APPROVAL] RFQ 2023-02-0038 Procurement of Various Office Supplies for the PCC" History

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✔ Agreement completed.

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